

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF TEXAS

**PROTOCOL FOR HEARINGS BY TELECONFERENCE**

Hearings may be conducted by teleconference when deemed appropriate by the court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the court, associated time and cost of travel and equity to all parties. Counsel may request a telephonic hearing by e-mail or by sending or faxing a letter to the courtroom deputy. Requests made by fax should be sent to (214)753-2038 for the Dallas, Fort Worth and Wichita Falls Divisions and to (806)472-5004 for the Abilene, Amarillo, Lubbock and San Angelo Divisions. **The request must be received at least 24 hours in advance of the hearing.**

**Courtroom Deputy**

Flo Coleman-Judge Robert C. McGuire  
Traci Davis-Judge Steven A. Felsenthal  
Viola Button-Judge Barbara J. Houser  
Julie Combs-Judge Robert L. Jones  
Sandy Chonody-Judge Dennis Michael Lynn  
Fay Ellyson-Judge Harold C. Abramson

**E-mail Address**

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The following recommendations should be useful in enhancing the teleconference quality.

1. Speaker phones may not be used. It has been the court's experience that background noise is magnified by the courtroom sound system and is too distracting.
2. Parties should speak using a normal telephone handset. Please be aware that noise from parties participating by phone is magnified by the sound system in the courtroom. Paper-shuffling, coughing, and any other noise is very distracting to all parties. If you have a mute feature on your phone, please use it.

Upon court approval, judicial staff will instruct the party requesting the phone hearing to arrange for the conference call to be set up and then dialed through to the appropriate chambers<sup>1</sup>. If more than one party will appear via phone, then the court will instruct a party to arrange for a conference call operator to set up the call on a single line. Placing a call to court late is the same as coming to court late. You will not be heard. Parties may not be added to a conference call once the hearing has commenced. On occasion, the court will dial a party directly.

**All participants must be in place and prepared for the conference call at least fifteen minutes prior to the scheduled hearing time. Parties must remember to state their name for the record before speaking.**

Technical assistance or information regarding the configuration of teleconference equipment may be obtained from the Court Telecommunication Specialist, Tim Christnagel, at (214)753-2020.

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<sup>1</sup>These procedures are subject to judicial modification, you will be advised of any addition requirements when your request for teleconference is granted.